

INSTITUTION:

Contract #:

SITE:

1st Monitoring Review

Date Scheduled:

Date Completed:

Prior Findings

Findings

Findings Corrected

2nd Monitoring Review

Date Scheduled:

Date Completed:

Prior Findings

Findings

Findings Corrected

3rd Monitoring Review

Date Scheduled:

Date Completed:

Prior Findings

Findings

Findings Corrected

IMPORTANT INFORMATION:

Sponsoring organizations must review each facility **three (03) times** each Fiscal Year.
At least two of the three reviews must be unannounced;
At least one unannounced review must include observation of a meal service;
At least one review must be made during each new facility's first four weeks of Program operations; and
Not more than six months may elapse between reviews.

This Sponsor Monitoring Tracking must be completed and submitted with your annual ACFP Application Renewal.